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SUGGESTIONS ON FARM BUREAU OFFICE ADMINISTRATION
FOR HOME DEMONSTRATION AGENTS

This outline is prepared as a basis for discussion only. If it will meet a need in the States, the results of this discussion will be mimeographed and sent to the State leaders for distribution among their home demonstration agents.

I. Office Equipment.

This should be simple, and sufficient to enable the agents to carry out the county program without loss of time, labor and money.

The following furniture and equipment is suggested. Much of it can be used by the agents in common: desk, desk chair, table, four other chairs, files, waste basket, book case, typewriter, typewriter desk, mimeograph or duplicator, envelope sealer, multiplex, filing cards (Circular 2. Office of Extension Work, North and West "Office Filing System for County Agricultural Agents"), several county maps, tacks of various colors and sizes, desk tickler, glass to cover desk, bookends, desk baskets or trays, stapler, shears, letter opener, 15-inch ruler, yard stick, triangles, drawing pen, ink wells (2), India ink for drawing, rubber stamps, rubber bands, pins, paste, thumb tacks, clips, white cloth tape gummed, gummed index blotters, pen tray, calendar, clock, dust cloth, crayons, shelving or cupboards.

II. Filing

It is suggested that, as one stenographer will undoubtedly handle the files for all agents, the system of filing outlined in "Office Filing System for County Agricultural Agents" be used by all.

1. Letters

See bulletin page 4 "Office Filing System".

2. Bulletins

The classification key on page 9 is enlarged to include Home Economics bulletins. It may be further subdivided by the State leaders to meet the needs in their States.

1. General

1.1 Educational

1.11 Extension Work
Organization

1.12 Fairs - exhibits

1.7 Bibliographies

8. Dairy Husbandry

8.22 Butter making

8.221 Creameries

8.222 Home

10. Entomology

10.1 Injurious insects

10.11 Household

11. Rural Economics

11.1 Farm Management

11.3 Community Organizations

11.31 Commercial

11.4 Marketing

- 12. Rural Engineering
 - 12.1 Drainage
 - 12.2 Farm Buildings
 - 12.3 Water Supply
 - 12.4 Heating
 - 12.5 Lighting
- 14. Food.
 - 14.1 Nutrition
 - 14.2 Care, Selection, and Preparation
 - 14.21 Fats
 - 14.22 Protein
 - 14.221 Milk and its products
 - 14.222 Meat and Fish
 - 14.23 Cereals
 - 14.24 Fruits and Vegetables
 - 14.26 Sugar
 - 14.27 Combination dishes
 - 14.271 Breads
 - 14.272 Soups
 - 14.273 Salads and desserts
 - 14.274 Meat Substitutes
 - 14.275 Cakes
 - 14.3 Preservation
 - 14.31 Canning
 - 14.32 Drying
 - 14.33 Salting, brining, and storing
 - 14.4 Food regulations
- 15. Clothing
 - 15.1 Selection
 - 15.2 Construction
- 16. Shelter
 - 16.1 House planning
 - 16.2 House decorations
- 17. Household Management
 - 17.1 Household accounts
 - 17.2 Organized housework
 - 17.3 Household equipment
 - 17.4 Fuel
- 18. Health
 - 18.1 Sanitation
 - 18.2 Home Nursing
 - 18.3 Personal and Sex Hygiene
- 19. Child Welfare
- 20. Publicity
 - 20 Notices and results of demonstrations
 - 20 Farm Bureau Activities
 - 20 Illustrative
- 21. Boys' and Girls' Clubs.
 - 21.1 Organization
 - 21.11 State College
 - 21.12 County Club Office
 - 21.13 Local Clubs.



- 21.2 Projects
- 21.3 Demonstrations
- 21.4 Exhibits
- 21.5 Achievement Day

3. Clippings

These should be placed in envelopes, bulletin size, which are classified as are the bulletins. A record on the outside of the envelope, of the clippings contained, will facilitate finding the article desired.

III. Records.

1. Charts

- a. Relations of Federal, State and county activities. Exhibit A.
- b. County program of work. Exhibit B.

2. Maps

- a. A county map showing members of farm bureau, community committee members and executive committee members. Outline communities with broken red line. Different sized tacks may be used to indicate farm bureau members, and community and executive committee members. Different colors will indicate men and women.
- b. County map showing communities organized, and demonstrations given by home demonstration agents and volunteers. By using different colored tacks the subjects of the demonstrations may be shown. Different sized will indicate whether demonstration was given by the home demonstration agent or volunteer.

3. Card Records.

- a. Membership arranged by communities. Include dates of membership and personal interest items. Exhibit C
- b. Community activities. - - Exhibits D & E
- c. Projects - - - Exhibit F
- d. Results.

IV. Stenographic Assistance.

- 1. Determine a day's output.
- 2. Work to be detailed to the stenographer.
 - a. Opening and sorting mail.
 - b. Answering letters which require only a form answer.
 - c. Mailing bulletins and other subject requested.
 - d. Answering telephone and keeping record in agents' absence.

EXHIBIT A.

CHART TO SHOW RELATIONS OF COUNTY, STATE, AND FEDERAL
DEPARTMENTS.

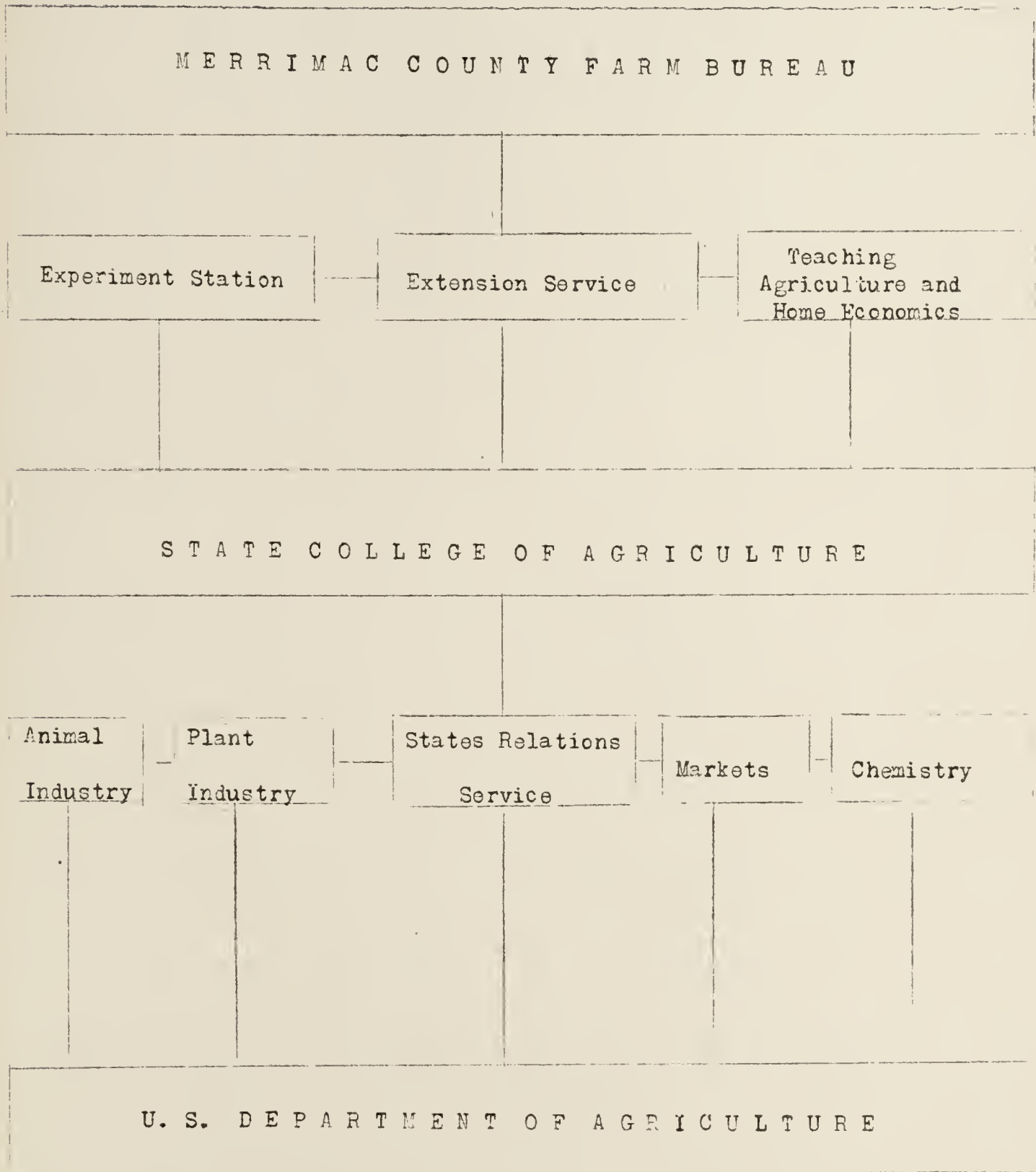


EXHIBIT B.

PROGRAM OF WORK
OF THE
NEWTON COUNTY FARM BUREAU

| Projects | Leaders |
|----------------------------|---|
| Child Welfare | Mary P. Osborne, Seneca. |
| Clothing | Lucia Churchill, Saginaw. |
| Dairying | Levi M. Cowden, Vice President |
| Farm Management | Jasper A. Jackson, Seneca. |
| Foods | Letitia Craces, Diamond. |
| Household Equipment | Julia McAllister, Ritchey. |
| Legumes | Peter Kownig, Fairview. |
| Organization | Walter Clark, President Neosho. |
| Publicity and Finance | Albert F. Knapp, Secy & Treas. Stella. |
| Soils | Lewis Crocker, Neosho. |
| John Jones County Agent | Mary Smith Home Demonstration Agent |
| | William Brown Club Leader |

EXHIBIT C.

MEMBERSHIP FILE CARD

Mrs. T. J. Mooney, R.D. 5, Springfield, Illinois.

Big Tree Community

1917 Jan. 1.

1918 Jan. 1.

1919 Jan. 1.

1920

1921

Three children -- husband - two hired hands.

Large flock Rhode Island Reds.

Interested in school lunch.

1917 Community leader School lunch

1918 County leader School lunch

EXHIBIT D.

CARD SHOWING COMMUNITY ACTIVITIES.

Community Brownton

Year 1918.

| <u>Program</u> | <u>Leader</u> | <u>Address</u> |
|----------------|-----------------|-------------------|
| Clothing | Mary Smith | R.D. 4 Brownton |
| Nutrition | Minerva Topp | " " " |
| Poultry | Ethel Nelson | R.D. 9 Sikesville |
| Com. Laundry | John C. Purcell | Brownton |
| Crops | P.Q. Oeville | R.D. 4 Brownton |
| Livestock | James Oliver | R.D. 9 Sikesville |

General Interest Facts.

68 farmers.
 33 members farm bureau
 Grange, 114 members
 Cow-testing Association, 7 members
 Ladies Aid, 22 members

Feb. 3. Community Meeting,- Discussed and adopted program.
 Plans presented - Lantern slides on household conveniences.

EXHIBIT E.

COMMUNITY RECORDS.

Clothing

Miss Smith

Brownton

Jan. 3 Talked over plans with Miss Smith.
Arrangements made for clothing school, Feb. 1, 2 and 3.

Feb. 1, 2 and 3. Miss Caton, Clothing Specialist held school.
Average attendance 22. Women brought in garments to
make over, cleaning, cutting, fitting, commercial
patterns.

Clothing

Mrs. Topp

Brownton

Jan. 4 Talked over plans with leader for coming year.

Jan. 19 Visited teacher; planned school lunch equipment.

Feb. 23 Community meeting, 394 present.
Exhibit of what \$.25 will buy in foods.
Explanation of values, also exhibit of three
typical balanced meals.

EXHIBIT F.

PROJECT RECORDS.

Project - Food For Children
Leader - Mrs. Salisbury

Information secured by Committees.

Community - Aberdeen
Nationality - Largely American, one group Bohemians.

Number and kinds of schools - 3 rural, one parochial

Names of parents interested
Mr. & Mrs. T. J. Brown.
Mr. & Mrs. A. L. Peterson.
Mrs. B. F. Green (Widow)

Housing conditions - Average rural homes, poor ventilation,
2 homes running water.

Food habits - Meat three times a day, little milk and fruit-
plenty of both available.

Number and standard of school teachers
7 - 3 normal training
4 without teachers' training.

Number of women's organizations
Ladies of the Macabees - Rebeccas
Four church societies
Ivy Leaf Literary Club

